



# The Introduction

## **Objectives:**

At the conclusion of this module the participant will be able to:

- ❖ Utilize the two types of introductions to gather participant information.
- ❖ Identify the six parts of the introduction.
- ❖ Select and use an appropriate ice-breaker.
- ❖ Conduct and apply a needs and expectations exercise.
- ❖ Identify the need to provide or discuss the following:  
Agenda, Logistics, Materials, Refreshments.

## **The Introduction- two types:**

### **Informal introduction**

‘meet and greet’ as the participants arrive  
opportunity to gather participant information  
social interchange  
first impression of the instructor and the training.

### **Formal introduction:**

Purpose:

Energize the participants  
Establish a lively tone for the workshop  
Active  
Experiential  
Establish roles for learning  
Participants  
Instructor  
Demonstrate the instructor’s style  
Friendly  
Active

Activities:

#### **Icebreaker**

Socially engage the participants  
Consider several factors  
Time  
Attire  
Facility  
Corporate culture  
Participant’s comfort issues- use information  
provided in the informal introductions  
to learn attitudes and comfortable  
activity levels  
More on Icebreakers later....

### **The Agenda**

Provides operating guidelines for the participants  
Sets daily time frames  
Provide participant with additional course information

**Logistics**

Vicinity and building maps are provided if necessary  
Information on fire escapes and restrooms

**Materials**

Identify and discuss materials provided  
Discuss the provided materials and their use

**Breaks**

Snack shops  
Provided snacks  
Meals  
Socials

**Needs and Expectations** -an open session to discuss participants:

Individual needs and establishes group needs consensus  
    Regarding content  
    Learning goals  
Allows the instructor to:  
    make content adaptations to meet participant's learning  
        needs  
    identify learning goals outside the scope of training

## **Icebreakers- activities to socially engage participants.**

Introduce yourself

Introduce your partner

Describe

yourself—an adjective or two

something you have done

variation- if some one else has accomplished  
it then describe another accomplishment

Famous person or place

Working in a group or pairs. Write the name of a famous person or place on a card. Turn the card over. Participants or partner are allowed to ask yes or no questions to discover the person/place.

Name what is in a name

Each participant explains why they were given their name.

Each participant, in turn, says their first name. The second participant provides the first participants name and their name. The names are repeated throughout the room.

Variation. After each participant provides their name, the instructor asks a participant to point to a specific participant identified only by their name. If the participant has difficulty, another participant is asked to help.

Pig Game

Provided in supplemental materials

## **Review**

The information and activities in the introduction provide information to both the participant and the instructor. The introduction establishes the rapport between the instructor and the participants and the atmosphere for the workshop. Information in the introduction addresses the physical and emotional needs of the participant.